

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

## IT Professional Technical Services

### SITE Program

### T#:14ATM

#### Request for Offers (RFO) For Technology Services Issued By

**Office of MN.IT Services ("MN.IT") @ the Department of Employment and Economic Development ("DEED"), Unemployment Insurance Division**

Project Title: Unemployment Insurance SharePoint Migration

Categories: Architecture, Developer/Programmer, and Program/Project Management

*Vendor must be approved on all three categories to respond to the RFO.*

**\*\*Vendors who have performed work related to this DEED SharePoint migration project in the past are prohibited from responding to this solicitation. \*\***

#### Business Need

Unemployment Insurance (UI) is seeking a vendor to provide a team to facilitate the migration from the current SharePoint Online 2013 Dedicated (E3 license) environment to a SharePoint 2013 on premise environment.

UI has a custom designed, sandbox branded, compatibility mode SharePoint intranet site with Nintex workflows. The site also supports business process workflows and secured document management.

Much of the content inside the existing UI Intranet will be migrated 'as is'. However, the supporting display structure and locations will be changing significantly. For example, in the next deployment, UI will be getting its own site collection (currently UI is a subsite of the DEED site collection). This change may cause issues with URLs and mapping of current SharePoint assets. During the migration many items will have to be changed to work natively in the SharePoint 2013 environment. Currently items are working in compatibility mode.

These are some of the more substantial challenges which need to be addressed during the migration.

- All design assets will need to be re-developed in the new SharePoint design model including master pages, layouts and other visual assets.
- To take advantage of new technologies in SharePoint 2013 (and move to UI's own site collection), all current sites will need to be re-mapped.
- All current content query web parts, which display 85% of the UI Intranet's content, will need to be replaced with the newer content search web part technology.
- Vendor will assist the UI Intranet team in developing a process to replace Nintex workflows to SharePoint Designer workflows.

The site needs to be supported in a database attach migration to a SharePoint 2013 on premise environment. The move should be done with minimal downtime. The UI SharePoint must be moved with

all of the workflows, navigation, branding, and functionality completed. Further information is provided in **ATTACHMENT A**, which is attached to this RFO.

### **Project Deliverables**

This selected vendor will support the move to the SharePoint 2013 on premise environment, including left navigation and java script fixes. They will test, debug, document, and transfer knowledge to UI and MNIT@DEED staff.

The vendor will remediate all of the UI SharePoint and deliver the following:

#### **#1) Design**

*All design assets need to be re-developed in the new SharePoint design model including master pages, layouts and other visual assets.*

Pages should continue to use metadata to drive content and web parts on the page to control the display of this content.

Every page layout/template will need to be re-created. During the migration all page templates need to be replaced with HTML versions and each page updated throughout the entire site architecture. This includes 2 master pages and 14 unique page layouts.

#### **#2) Navigation**

*Navigation is currently designed as a client-side solution and will only need testing and debugging.*

When the UI SharePoint was moved to SharePoint 2013 the entire solution was re-coded using client-side technology (though it still uses the 2010 interface). This was because of limitations put around deployable code solutions in the MNIT system. Going forward we will be continuing to use the same functionality in the custom coded solution and re-purpose it in the new environment. This will require minimal changes since the approach in the current SharePoint Online environment still includes using client-side technologies. Therefore the code will not need to be re-written. It may need to be tested and debugged.

#### **#3) Remapping**

*All current sites will need to be re-mapped to new locations.*

This includes at least 23 subsites, 6 of which have the branding and the rest are out of the box SharePoint. Some of these sites should be rolled up into other sites, some eliminated, and others moved in their relationship to the primary site.

#### **#4) Content Search Web Parts**

*All current content query web parts, which displays over 85% of the overall UI Intranet's content, will need to be replaced with the newer content search web part technology.*

All Content Query Web Parts (CQWP) will need to be replaced with the new Content Search Web Part (CSWP) technology. This methodology is used extensively across the UI Intranet, utilizing metadata to share content chunks in multiple locations where appropriate. The CSWP needs to take advantage of this newer technology by better filtering results that display in the web part vs. the older methodology with CQWPs. The change over from CQWPs to CSWPs must happen in tandem with page templates. The newly created web parts should be made into HTML snippets and added into the new page templates, which will significantly reduce future

management efforts. There are at least 38 unique CQWP on the page templates. There will need to be knowledge transfer to staff on how to create, edit, and remove CSWP.

## **#5) Calendars**

*Calendars for training events and scheduling need to be repaired.*

Training site calendaring system has ceased to function correctly. It is suspected that something changed with the design deployment which caused this issue. To mitigate this issue, the UI Intranet team re-deployed a more limited solution into a separate site without the design. This fixed the current issue but created administrative issues across the training area. As part of the migration process, the design issues will need to be rectified and calendaring re-integrated into the training site.

## **#6) Team Site Templates**

*Create updated modern template for the team sites and apply these to the current team sites.*

A team site template should be developed with input from the groups currently using the team sites to use the tools available to create a more useful template for team sites.

## **#7) Improved Search**

*Support the UI Intranet team in understanding the stronger, more powerful search technology in SharePoint 2013.*

Improve the overall searchability of content on the current UI Intranet. Using the SharePoint 2013 search technology, build a search system that allows users an easier path to find content. The new search technology allows for better refinement of results, promotion of important links, flexible refiners and a whole host of new features.

Currently users rely on the organizational structure of the site to navigate. Implementing a higher level search strategy offers another avenue for users to locate information. This strategy should not take much additional effort on the side of content as supporting metadata and structures are already in place.

The vendor also needs to create a better search structure and support a change in the UI Intranet team's focus from constant maintenance of site pages and functionality into a more strategic direction, including gaining a better understanding of how user's find content and improve the search experience. This strategy will support the just-in-time needs of our users.

## **#8) Training Site**

*Consolidate and modernize the Training site which currently contains several lists over 5,000 items and several other lists that must be referred to in order to report information.*

Training activities are mostly tracked in a single list to keep the data in one location. This allows for easy reporting on the data. However, it has caused an overcapacity issue that needs to be resolved. There are also many other lists which track data. This requires accessing multiple sets of data.

The goal is to implement a storage strategy to better leverage the functionality of SharePoint lists and design a strategy to archive and maintain older data. This will help to keep list sizes to a manageable level. The solution should consider Power BI as a tool for reporting.

The migration also needs to integrate the calendaring and tracking of training events. This integration could be developed to allow for a single management / employee interface for both needs. (See the Calendars section for more information.)

#### **#9) Modernize existing design**

*The vendor will update the existing design with a more modern look and feel.*

This may include a more modern flat feel, updates to the colors and the fonts. This includes making the design responsive. It should not be a complete overhaul, and should simply be a modernization of the current design.

#### **#10) Support and training**

*Transferring the knowledge of the work done and what needs to be done to maintain it.*

The vendor will document all of the work and insure that the UI Intranet team is aware of potential concerns with the final environment. Each of the steps should be thoroughly documented and knowledge transferred to the UI Intranet team.

#### **#11) Migration**

*The vendor will support the migration.*

The migration from the current environment to the on premise environment will be handled as a database attach by MNIT. The vendor will need to assist with any javascripting or navigation issues that arise. The move may be to a different URL. The UI Intranet team will handle updating the static links throughout the site, but all changes to the navigation and javascript will be supported by the vendor.

URLs may need to be changed or fixed during the migration to prevent issues from arising.

Site assets will need to be moved and updated.

#### **Project Milestones and Schedule**

- Anticipated Project Start Date: April 10, 2017
- Milestone: Completely moved out of current environment and fully functional in the on premise environment by May 31, 2017
- Milestone: Complete remediation and upgrades July 1, 2017
- Milestone: Complete knowledge transfer August 1, 2017
- Project End Date: August 31, 2017

#### **Project Environment**

The vendor will work with the UI Intranet team, MNIT@DEED staff, and the MNIT technical staff to move the site efficiently and effectively.

The vendor will provide resources with SharePoint experience.

All solutions must be implemented at the site collection level.

#### **Project Requirements**

When migrated, the system will fully replace the current functionality of the UI Intranet. The vendor should have an understanding of the expected upcoming releases from Microsoft for SharePoint and should anticipate concerns.

The project must comply with project management and SharePoint best practices.

Custom templates and layouts must meet State of Minnesota accessibility standards.

#### **Responsibilities Expected of the Selected Vendor**

The selected vendor will be responsible for the management of the project, the deliverables listed above, the knowledge transfer and training support of the UI Intranet team.

The vendor will be responsible for coordinating with the technical staff at MNIT, MNIT@DEED, and the UI Intranet team.

The vendor will be responsible for providing resources for each resource type, who at a minimum meet the following qualifications:

- 2 years of experience with migration of sandbox branded SharePoint sites
- 5 engagements working with Government agencies SharePoint sites
- 3 years of experience with Nintex or K2

The vendor will not be expected to work on site but will be expected to provide weekly reports to the team when the project is moving forward.

The vendor will be responsible for providing documentation and knowledge transfer before the project is completed.

Responders awarded work under this solicitation may be precluded from responding to future solicitations for ongoing work or additional phases.

#### **Mandatory Qualifications**

Initially to be scored as pass/fail. Thereafter, vendors that meet the Mandatory Qualifications will be scored based on the extent to which the vendor exceeds the required minimums. (See RFO Evaluation Process, below.)

- While this engagement is anticipated to be deliverable-based, the vendor must propose hourly rates for each resource category that do not exceed vendor's Maximum Hourly Rate for the three categories listed in this RFO. (See Cost Proposal instructions, below.)
- Vendor has performed at least 5 SharePoint migrations with clients of at least 10 sites within a site collection from SharePoint 2010/SharePoint Online 2013 Dedicated environment into the SharePoint 2013, SharePoint GCC/SharePoint Office 365, or SharePoint Online environments.
- Microsoft Certified Partner – Silver level
- Vendor has performed at least 2 SharePoint installations using enterprise search tools including the managed metadata and complex search strategies for organizations over 250 users

## Process Schedule

Process Milestone	Due Date
Deadline for Questions	3/14/2017, 2:00PM CT
Anticipated Responses to Questions Posted	3/15/2017
Proposals Due	3/20/2017, 2:00 PM CT
Anticipated proposal evaluation complete	3/30/2017
Anticipated work order start	4/10/2017

## Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

- Name: Lynette Podritz, Contract Manager
- Email Address: [MNITContracts@state.mn.us](mailto:MNITContracts@state.mn.us)
- Subject Line: Company Name, RFO#, and the title questions

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

## RFO Evaluation Process

An evaluation committee will review accepted proposals. The proposals must include all of the items in the Project Deliverables sections and mandatory qualifications. A 1000 points scale will be used to create the final evaluation recommendation. The factors and weighting are listed in table below.

Criteria	%
Mandatory Qualifications	20%
Work Plan	50%
Cost	30%

The State reserves the right to interview any or all proposed vendors. In the event interviews are conducted, technical scores may be adjusted based on additional information derived during the interview process. The State further reserves the right to remove a vendor from consideration unavailable for interview as requested by the State.

The State also reserves the right to contact vendor's references and to adjust technical scores based on additional information derived from the reference checks.

**This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.**

## Submission Format

The proposal should be assembled as follows:

**1. Cover Page**

Master Contractor Name  
 Master Contractor Address  
 Contact Name for Master Contractor  
 Contact Name's direct phone/cell phone (if applicable)  
 Contact Name's email address

**2. Work Plan**

Include the following:

- Description of the methodology used
- Milestones and high level tasks provided in the format of a Gantt Chart or an MS Project chart that address the 11 (eleven) deliverables listed above

**3. Overall Experience:**

1. Complete the table below to indicate how the vendor meets the required skills.
2. On a separate sheet of paper include the name of 3 references who can speak to the vendor's work similar to this project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
3. Then continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	
MANDATORY QUALIFICATIONS:	Thoroughly describe, how vendor meets the Mandatory Qualifications. (Yes/No is not sufficient)
Vendor has performed at least 5 SharePoint migrations with clients of at least 10 sites within a site collection from SharePoint 2010/SharePoint Online 2013 Dedicated environment into the SharePoint 2013, SharePoint GCC/SharePoint Office 365, or SharePoint Online environments.	
Microsoft Certified Partner – Silver level	
Vendor has performed at least 2 SharePoint installations using enterprise search tools including the managed metadata and complex search strategies for organizations over 250 users	

**4. Cost Proposal**

Please complete the table below for costs associated with this project. It must indicate an hourly rate that is calculated for each resource type being used to complete each deliverable. Then a clearly labeled "grand total" for all of the work being completed should be listed. The Cost Proposal must be submitted as a separate document from the other components of the proposals, and not included in any other place in the submission. Optional tasks should be listed separately from the identified deliverables and should not be included in the grand total.

Deliverable	Resource Type	Anticipated Hours	Hourly Rate	Totals
<b>#1) Design</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#2) Navigation</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#3) Remapping</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#4) Content Search Web Parts</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#5) Calendars</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#6) Team Site Templates</b>				
	Architecture			



	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#7) Improved Search</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#8) Training Site</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#9) Modernize existing design</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#10) Support and training</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>
<b>#11) Migration</b>				
	Architecture			
	Developer/Programmer			
	Program/Project Management			
				<i>(deliverable subtotal)</i>

				(Grand Total)
<b>Optional tasks and costs-to not be included in the grand total</b>				
<b>Optional Task #1</b>				
<b>Optional Task #2</b>				

#### 5. Additional Statement and forms:

1. Conflict of interest statement as it relates to this project
2. [Affirmative Action Certificate of Compliance](#) (required if vendor proposal exceeds \$100,000, including extension options)
3. [Equal Pay Certificate](#) (required if vendor proposal exceeds \$500,000, including extension options)
4. [Affidavit of non-collusion](#)
5. [Certification Regarding Lobbying](#) (required if vendor proposal exceeds \$100,000, including extension options)

#### Proposal Submission Instructions

- Response Information: All required forms must be transmitted via e-mail to:
  - Lynette Podritz, Contract Manager
  - Email Address: [MNITContracts@state.mn.us](mailto:MNITContracts@state.mn.us)
  - Email subject line must read: Company Name, RFO Number, Project Title - SharePoint Migration Proposal
- Submissions are due according to the process schedule previously listed.
- All responses are time and date stamped by the State's email system when they are received. Responses received after Proposals Due Date above will not be considered. The State shall not be responsible for any errors or delays caused by technology-related issues, even if they are caused by the State.
- Vendor must copy [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us) on any responses submitted for this RFO. Vendors that do not intend to submit a proposal must send an email notification of a no-bid on the request to [MNIT.SITE@state.mn.us](mailto:MNIT.SITE@state.mn.us). Failure to do either of these tasks will count against your program activity and may result in removal from the program.
- The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

## General Requirements

#### Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### Liability Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

### Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

### Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Office of State Procurement ("OSP") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to

OSP, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve the State’s rights.

#### IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

#### Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Office of State Procurement prior to the solicitation opening date and time. For information regarding certification, contact the Office of State Procurement Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

#### Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Office of State Procurement as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

#### Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

#### Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, “It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based

upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency.”

#### Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at [compliance.MDHR@state.mn.us](mailto:compliance.MDHR@state.mn.us).

## ATTACHMENT A

A large part of the Minnesota Unemployment Insurance migration project will be the replacement of existing site assets with new technologies available in the SharePoint on premises. This sheet represents the various assets which will need to be redesigned and associated information to assist with that process. The UI Intranet team can use this document as a guide through its decision and migration processes.

### STATISTICS

These statistics are provided to give an overall understanding in depth and breadth and developing and are to be used by the vendor in calculating the time and cost estimates for the migration.

Below is the breakdown of the number of SharePoint Assets that exist as of Sept 30, 2016 in the UI Intranet implementation. These statistics should be used in calculating the time and give an overall understanding of the depth and breadth of the intranet deployment.

Total Sites	23
Total Master Pages	2
Total Page Layouts	13
Total Pages with CQWPs	1,143
Total Content Query Web Parts	~8,476
Total Customized Item Style XSL Templates	18
Total Page Templates/Layouts using CQWPs	11
Total Workflows	68
Total Workflows (Nintex Exclusive Actions)	3
Total Infopath Forms	165
Total Items using Infopath Forms	~24,990

### SITES

Below is a list of all **unique** sites which exist in the Unemployment Insurance Intranet. Each site is broken down into the following fields:

- **Site Name** – This field contains the name of the Site and the associated location in the information architecture.
- **Site Lists/Libraries** – This field contains the breakdown of all the lists & libraries found in this site. It would be expected that these assets would be migrated to the new Intranet structure unless determined to be archived
- **# of Items** – This field contains the number of items in each list or library
- **Content Types Used** – This field contains a list of all related content types to ensure these are migrated as well
- **Permissions Info** – This field contains whether the site itself has unique or inherited permissions. This will assist during the migration testing process to ensure unique permissions are carried forward

Site Name	Site Lists/Libraries	# of Items	Content Types U
<b>UI Intranet</b>  /UI	Continuous Improvements	14	UI Page
	Documents	14	Related Links
	Images	80	Social Updates
	MinerExtensions	802	Announcements
	MyFavorites	1005	News
	Pages	882	Quick Facts
	Problem Reporting	1758	Performance M
	Referrals	1631	Continuous Imp
	RefReturnedToQ	539	Rationales
	Related Links	175	Rebuttals
	Scripts	16	Business Proces
	Site Assets	303	Letters
	Site Customized Reports	0	Written Decision
	Site Pages	1	Questionnaires
	Social Content	1575	Documents
	SpecialistReferrals	0	
	Tech Reporting	346	
	UI Content	491	
	UI Documents	1176	
	UI Reports	0	
	Workflow Tasks	146	
<b>Communication, Learning and Outreach</b>  UI/trainandoutreach <i>(possible transform to Office 365 Group)</i>	Communication Workflow	54	
	Initiatives	111	
	Site Assets	0	
	Site Pages	14	
	Team Tasks	4423	
	UI Documents	8	
	UI Reports	0	
	Workflow Tasks	0	

<b>Budget Management</b>	Documents	39	Base
UI/trainingandoutreach/BudgetManagement	MicroFeed	2	Post
<i>(possible transform to Office 365 Group)</i>	Site Assets	1	Reply
		2	
<b>Communications</b>	Communications Wiki	3	
UI/trainingandoutreach/Communications	Correspondence	42	
<i>(possible transform to Office 365 Group)</i>	Events	0	
	Images	2	
	Site Pages	27	
	Team Discussion	0	
	UI Content	0	
	UI Documents	121	
	UI Reports	0	
	UIMN_Employer	252	
	Workflow Tasks	0	
<b>User Experience</b>	Documents	44	
UI/trainingandoutreach/Communications/User Focus	MicroFeed	2	
<i>(possible roll into parent site)</i>	Site Assets	1	
	Site Pages	7	
	Workflow Tasks	0	
<b>Testing (Regression Testing)</b>	Documents	0	
UI/trainingandoutreach/Communications/User Focus/Testing	MicroFeed	2	
<i>(possible roll into parent site)</i>	RegressionTesting	32	
	Site Assets	1	
	Site Pages	4	
	Workflow Tasks	0	
<b>Correspondence</b>	Correspondence	42	
UI/trainingandoutreach/Correspondence	Site Pages	2	
<i>(possible roll into parent site)</i>			
<b>Internal Controls</b>	Documents	0	



UI/trainingandoutreach/programperformance <i>(possible roll into parent site)</i>	MicroFeed	2
	Projects	74
	Site Assets	1
	Site Pages	2
	Task List	709
	Workflow Tasks	0
<b>Learning Solutions Team Site</b>		
UI/trainingandoutreach/Training <i>(possible transform to Office 365 Group)</i>	Events	1
	Learning Solutions Project Tracking	8567
	PowerPoint Slides	6
	Site Assets	192
	Site Pages	26
	Team Discussion	0
	Test	4
	Training Site Documentation	53
	UI Content	0
	UI Documents	72
	UI Reports	0
<b>REAProjectTracking</b>		
UI/trainingandoutreach/reaprojecttracking <i>(possible roll into parent site)</i>	Documents	0
	MicroFeed	2
	REA Projects	4
	Site Assets	1
	Site Pages	2
	Workflow Tasks	0
<b>System</b>		
UI/trainingandoutreach/System <i>(possible transform to Office 365 Group)</i>	Activity Report	9
	Documents	0
	MicroFeed	2
	Site Assets	1
	Site Page	2
	System Events	161

<b>Supervisors</b>	Documents	0	
UI/Supervisors	Images	0	
<i>(possible transform to Office 365 Group)</i>	Pages	5	
	Reviews	356	
	Workflow Tasks	0	
<b>Employee Folders</b>	Documents	16	
UI/Supervisors/StaffFiles	Employee Folders	10385	
	MicroFeed	2	
	Site Assets	1	
	Site Pages	12	
	Workflow Tasks	0	
<b>Team Site</b>	Events	0	
UI/Team	Site Pages	0	
	Tasks	0	
	Team Discussion	0	
	UI Content	0	
	UI Documents	0	
	UI Reports	0	
<b>Training</b>	2014 Training Event	363	Class Document
UI/Training	2015 All Staff Training Event	318	Class Audio
	7FloorTraining	1635	Class Presentati
	7 <sup>th</sup> FloorConfRoom	489	Class Video
	Class Resources	355	UI Page - Trainin
	DataPractices	419	Upcoming Train
	Documents	0	Refresher
	FacilitatedSkillport	327	Self Study
	Images	6	
	LMS	9048	
	Pages	138	
	Registration	105	

	Scripts	6
	Site Assets	5
	Site Pages	1
	Speaker Series	324
	StaffOrg	328
	Training Calendar	265
	Workflow History	0
	Workflow Tasks	0
<b>30 Day Evals</b>	1099-G	75
UI/Training/30D	2015REASpringTrng	23
	AA Work Search	3
	Ability/AAA Adjudication	8
	Adj102 and REA	0
	Adj102andQuits1	0
	Adjudication 102 and Weekly Wage	0
	Adjudication 102 BAM	0
	Adjudication 102 St. Cloud	0
	Adjudication 102	0
	Appeals Phone Calls	15
	BAM-Telephone Interview	4
	BuildingBlockstoExceptionalCommunication	20
	Call Monitoring	7
	Cisco Finesse	58
	CSC New Hire 2015	4
	CSCRefresherNewHire	3
	Deductible Income	0
	Discharge Absent or Late	0
	Discharge Adjudication – ULJs	0
	Discharge Part 1	8
	Discharge Part 4	0
	Documents	0
	Educational Wages – Phone	58

	EducationalWagesAdjudication	8
	Employer Correspondence	0
	Er Basics Pt 2 Passwords	0
	ER Calls Pt 1 Wage Detail	0
	ERCallsVerificationandRegistration	9
	Images	0
	Language Line	0
	MonetaryBasics	75
	NH Splitters Group 2	4
	NHSplitters Group 1	3
	Pages	12
	PD-ProblemSolving:GettingotherRootCause	7
	ProjectManagementSimplified	4
	Quits 1 Adjudication	0
	Quits 2 Adjudication	3
	Quits 3 Adjudication	2
	REA Adjudication	2
	REA Missed Sessions	4
	REA Regional Fall Training 2015	23
	REA Regional Training 2014	24
	TOPandRevRecap	41
	Understanding Issues	4
	VISIOProcessMappingWorkshops	9
	Why Am I Overpaid?	12
	Workflow Tasks	0
<b>Calendars</b>		
UI/Training/Cal		
<b>Capture</b>	1099G	124
UI/Training/Capture		
	Appeals and Hands-On Activity	4
	Applicant Payment Plans	126
	Build: 2013 Dec Applicant Payment Screens	100
	Build: 2013 June Employer Screens and	1

Build: 2014 June Cover Sheet and Letters	2
Build: 2014 March Employer Payment Plans	57
Build: 2015 Dec Initial Application Screens	116
Build: 2015 Dec Legal Business Changes	40
Build: 2015 June Employment, Tax and	153
Build: 2015 Sept Initial Application Screens	114
Build: 2016 July ER Industry and REA	135
Build: 2016 March Appeals	70
Build: 2016 March Employer Registration	80
Cisco Finesse	148
Copying Fact Finding	5
CSC REA Missed Sessions	29
Documents	0
Earnings Deductions	1
ER Basics: Corr	3
ER Complex: Reg Video	13
ER Password Refresh	0
Images	0
Language Line	76
Modules	7876
Monetary Basics Review	81
Monetary: Mil, Fed, CWC	0
MonetaryWorkflowBP	21
Pages	37
Tax Rate Changes	32
Tax Reductions	190
Top Revenue Recapture	109
UI Law Update	32
UI Law Updates 2016	20
UI Self-Service System Tour	1
UI Terminology	4
Understanding Issues Appeals	0
Understanding Issues	14

	Why Am I Overpaid	0
	Workflow Tasks	0
<b>Check for Understanding</b>	1099	127
UI/Training/CfU	AA Work Search	0
	Ability	12
	Adjudication 102	8
	Appeals Phone Calls	0
	BAM New Hire	0
	Call Monitoring	0
	DeductibleIncome	0
	Discharg Parts 2 and 3	15
	Discharge Adjudication	0
	Dicharge Part 1	10
	Do I Need to Register	36
	Documents	1
	Educational Wages - Phone	101
	Educational WagesAdjudication	7
	Employer: Correspondence	25
	ER Basic Calls Part 1 Day 2	25
	ER Basic Calls Pt 1 Day 1	22
	ER Basics 1 Pework	23
	ER Basics pt 2	21
	ERCallsVerificationandRegistration	0
	Images	1
	Monetary Basics	0
	MonetaryWorkflow	25
	New Hire: PS - Check Understanding	8
	New Hire: PS - Close	9
	New Hire: PS - Correct Information	13
	New Hire: PS - Identity Need	12
	New Hire: PS - Verification	16
	New Hire: Whats Holding Up My Payment	7

	Pages	37
	Quits 1	3
	Quits 2	3
	Quits 3	0
	REA Adjudication	2
	REA Missed Sessions	8
	Tax Rate Changes 2014	0
	Tax Reductions	195
	TOPRR	121
	UI Basics	9
	ULJ FA - UI Basics	6
	Understanding Issues	5
	Weekly Wage	13
	When Should I Register	0
	Why Am I Overpaid	0
	Workflow Tasks	0
<b>Data Practices</b>	Documents	602
UI/Training/DP	MicroFeed	2
	Site Assets	1
	Site Pages	3
<b>Eval</b>	AA Work Search	12
UI/Training/Eval	Ability Availability Actively Seeking	0
	Ability/AAA Adjudication	9
	Ability	0
	Adjudication 101	4
	Adjudication 102	5
	Appeals Phone Calls	17
	BAM New Hire	4
	BAM Telephone Interview Training	3
	Call Monitoring	8
	CSC New Hire	87

CSCNewHireAnn	3
CSCNewHireRefresherFirstCallSurvey	3
CSCRefresherNewHire	8
Discharge Part - Absent or Late	4
Discharge Part 1	18
Discharge Part 5	43
Discharge Page 6	19
Discharge Parts 2 and 3	24
Discharge Pt 4	8
Do I Need to Register e-learning Eval	30
Documents	0
Educational Wages PH	92
EducationalWageAdjudication	3
Employer: Correspondence	24
EmployerBasicCallsPart1	12
ER Basic Calls Pt 1: Verification	20
Coorespondence	20
ER Basics: Passwords	7
ER Calls Verification and Registration	30
Field Audit New Hire	0
Images	120
Keeping Control During Difficult Phone Calls	22
Monetary - PreSurvey	0
Monetary Basics	9
MonetaryWorkflow	37
Pages	12
Post Training Monetary Queue Workflow	6
Eval	7
Quits 1 Adjudication	5
Quits 2 Adjudication	0
Quits 3 Adjudication	4
Quits 4 Adjudication	4
REA Adjudication	2
REA Missed Sessions	



	REA New Hire	1
	TOPandRevenueRecapture	43
	ULJ New Hire	0
	Understanding Issues Brief	4
	Understanding Issues	10
	VISIOProcessMapping	26
	Weekly Wage Cross Match	14
	Why am I Overpaid	0
	Workflow Tasks	
<b>Professional Development</b>	30Day-PrinciplesofAdultLearning	14
UI/Training/PD	30Day-ProblemSolving-GettingtotheRootCause	6
	8	
	Creating Accessible Documents 11-7-14	8
	CriticalThinkingUIWorldStPaul	10
	CritThinkingUIWorldStCloud	0
	Documents	0
	Images	13
	ImprovingTheCommunicationProcessPart1	6
	MicrosoftWordAppeals	12
	Pages	10
	PD - Creating Accessible Documents	4
	PD - Crit Thinking	11
	PD - From Conflict to Kudos	8
	PD - Managing Time Effectively	11
	PD - Problem Solving Styles	34
	PD - Writing with Purpose	6
	PD - WritingwithPurpose	4
	PD-AvoidRoadblocksToBetterListening	1
	PD-30DayEvalMicrosoftWordAppeals	44
	PD-30DayEval-WhatYouHeard	20
	PD-30Day-MakingGoodDecisions	8
	PD-AvoidRoadblocksToBetterListening	22

	PD-	6
	BuildingBlocksToExceptionalCommunication	11
	PD-BuildingStrongerTeams	11
	PD-CommunicationProcessPartII	5
	PD-CriticalThinkingInTheUIWorld	7
	PDCriticalThinkUIWorldFA	26
	PD-DevelopingPersuasionInfluencingSkills	23
	PD-MakingGoodDecisions	5
	PD-Principles of Adult Learning	7
	PD-	18
	ProblemSolvingUsingCriticalThinkingTools	7
	PD-ProjectManagementSimplified	54
	PD-WhatYouHeard-StCloud	23
	ProblemSolvingFundamentals	27
	REA Facilitated Workshop Spring 2015	217
	REAAnnualTrainingSurvey	0
	REATimeManagementSurvey	0
	UI by the Numbers	
	UI News	
	Workflow Tasks	
<b>WorkLife</b>	2013 Holiday Luncheon	146
UI/WorkLife	4thJuly	95
	80th Birthday Celebration	590
	Disbursements	55
	Documents	28
	EventPlanning	2
	FishingOpener	131
	GiftBaskets	12
	Goodwill Club Documents	2
	GoodwillDues	327
	Halloween Contest	479
	halloweentest	432
	HolidayParty	93

HolidayPotluck	29
Image Rotator	
Images	21
June-Hotdogs	110
Make a Difference	63
MyFirstWeek	118
Pages	21
Pizza	19
RAK	6
REA Picnic	33
SaintsGame	34
State Fair Photos	10
StateParkTrivia	53
SuperBowlContest	80
SuperBowlFoodContest	14
tewst halloween	0
WILD_Trivia	111
WLBudget	66
WLContributions	30
WLSurvey	100
Workflow Tasks	0

## MASTER PAGES

Below is a list of all **unique** Master Pages which exist in the Unemployment Insurance Intranet. Each Master Page is broken down into the following fields:

- **Master Page File Name** – This field contains the name of the master page
- **Inline Web Parts** – This field contains the breakdown of any web parts which were built into the master page, which must be replicated in the rebuild
- **Related Asset Locations** – This field contains the location and file names of related assets that must be migrated and re-attached to each master page
- **Sites Used** – This field contains a list of all sites each master page is utilized

Master Page File Name	Inline Web Parts	Related Asset Locations	Sites Used
<b>UIIntranet.master</b>	N/A	sitecollection/Style Library/UIIntranet/UIIntranet.css  /sites/DEED/UI/Scripts/jquery- 1.10.2.min.js  <SharePoint:ScriptLink language="javascript" name="core.js" OnDemand="true" runat="server"/>  <SharePoint:ScriptLink language="javascript" name="sp.js" OnDemand="true" runat="server"/>	None
<b>Seattle.master</b>	N/A	Themable/corev15.css  <SharePoint:ScriptLink language="javascript" name="core.js" OnDemand="true" runat="server" Localizable="false" />  <SharePoint:ScriptLink language="javascript" name="menu.js" OnDemand="true" runat="server" Localizable="false" />	UI Intranet Supervisors Training 30 Day Evals Capture Check for Understanding Data Practices Eval Professional Development

## WorkLife

```
<SharePoint:ScriptLink  
language="javascript"  
name="callout.js"  
OnDemand="true" runat="server"  
Localizable="false" />
```

```
<SharePoint:ScriptLink  
language="javascript"  
name="sharing.js"  
OnDemand="true" runat="server"  
Localizable="false" />
```

```
<SharePoint:ScriptLink  
language="javascript"  
name="suitelinks.js"  
OnDemand="true" runat="server"  
Localizable="false" />
```

## PAGE LAYOUTS

Below is a list of all **unique** Page Layouts which exist in the Unemployment Insurance Intranet. Each Page Layout is broken down into the following fields:

- **Master Page File Name** – This field contains the name of the layout
- **Inline Web Parts** – This field contains the breakdown of any web parts which were built into the page layout, which must be replicated in the rebuild
- **Related Asset Locations** – This field contains the location and file names of related assets that must be migrated and re-attached to each page layout
- **Sites Used** – This field contains a list of all sites each page layout is utilized

Layout Name	Inline Web Parts	Related Asset Locations	Sites Used
<b>UI Training Class Page</b>			
<b>Function Page</b>	Function Info	/sites/DEED/UI/Scripts/UINav.js	UI Intranet
	Announcements	/sites/DEED/UI/Scripts/UIQuickLinks.js	
	Performance Measures	/sites/DEED/UI/Scripts/UIFavorites.js	
		/sites/DEED/Style	
	Related Training	Library/UI_Intranet/Scripts/uiSpecialLinks.js	
<b>Search Page</b>	Refinement Panel	/sites/DEED/UI/Scripts/jquery.js	UI Intranet
	Search Box		
	Search Statistics		
	Search Action Links		
	Search Core Results		
	Search Paging		
<b>Sub-Function Page</b>	Quick Facts	/sites/DEED/UI/Scripts/UINav.js	UI Intranet
	Links	/sites/DEED/UI/Scripts/UIQuickLinks.js	
	Training	/sites/DEED/UI/Scripts/UIFavorites.js	
	Rationales	/sites/DEED/Style	
	Rebuttals	Library/UI_Intranet/Scripts/uiSpecialLinks.js	
	Business Processes		
	Questionnaires		
	Letters		
	Written Decisions		
	Documents		

<b>Sub-Function Page with Rollup</b>	Quick Facts Links Training Rebuttals Questionnaires Letters Written Decisions Documents		UI Intranet
<b>Sub-Topic Page</b>		/sites/DEED/UI/Scripts/uinavigation.js /sites/DEED/Style Library/UI_Intranet/Scripts/uiSpecialLinks.js	Not In Use
<b>Test Page</b>	Function Info Announcements Performance Measures Related Training Search Function	/sites/DEED/UI/Scripts/uinavigation.js	Not in Use
<b>Topic Page</b>	Topic Info Links Documents	/sites/DEED/UI/Scripts/UINav.js /sites/DEED/UI/Scripts/UIQuickLinks.js /sites/DEED/UI/Scripts/UIFontavorites.js /sites/DEED/Style Library/UI_Intranet/Scripts/uiSpecialLinks.js	UI Intranet
<b>UI Function Test</b>			Not In Use
<b>UI Home Page</b>	News Inside UI Work Life	/sites/DEED/UI/Scripts/UINav.js /sites/DEED/UI/Scripts/UIQuickLinks.js /sites/DEED/UI/Scripts/UIFontavorites.js /sites/DEED/Style Library/UI_Intranet/Scripts/uiSpecialLinks.js	UI Intranet Supervisors Training 30 Day Evals Capture Eval Professional Development Worklife

<b>UI Training Calendar Page</b>		/sites/DEED/UI/Scripts/UINav.js	Training
		/sites/DEED/UI/Scripts/UIQuickLinks.js	
		/sites/DEED/UI/Scripts/UIFavorites.js	
		/sites/DEED/Style	
		Library/UI_Intranet/Scripts/uiSpecialLinks.js	
<b>UI Training Class Catalogue</b>	Adjudication	/sites/DEED/UI/Scripts/UINav.js	Training
	Catalogue	/sites/DEED/UI/Scripts/UIQuickLinks.js	
	Appeals Catalog	/sites/DEED/UI/Scripts/UIFavorites.js	
	Customer Service	/sites/DEED/Style	
	Center Catalog	Library/UI_Intranet/Scripts/uiSpecialLinks.js	
	Field Audit Catalog		
	Program		
	Performance		
	Catalog		
	Projects		
	REA Catalogue		
	Special Accounts		
	Catalog		
	Supervisors		
<b>UI Training Home Page</b>	Page Info Content	/sites/DEED/UI/Scripts/UINav.js	Training
	Search	/sites/DEED/UI/Scripts/UIQuickLinks.js	
	Upcoming Learning	/sites/DEED/UI/Scripts/UIFavorites.js	
	Training Links	/sites/DEED/Style Library/UI_Intranet/Scripts/uiSpecialLinks.js	
<b>UI Training Class Page</b>	Training Links	/sites/DEED/UI/Scripts/UINav.js	Training
		/sites/DEED/UI/Scripts/UIQuickLinks.js	
		/sites/DEED/UI/Scripts/UIFavorites.js	
		/sites/DEED/Style	
		Library/UI_Intranet/Scripts/uiSpecialLinks.js	



## WEB PART BREAKDOWN

Below is a list of all **unique** CQWPs which exist in the Unemployment Insurance Intranet. Each web part is broken down into the following fields:

- **Web Part Name** – This field contains the name of the web part and the associated SharePoint Page Template (these page templates will need to be re-created along with the web part and re-applied to all existing pages utilizing said template)
- **Query Parameters** – This field contains the breakdown of how each web part's query is created including the connected list, associated content type and any relevant filters applied. These parameters will need to be re-created in the CSWPs
- **Styling** – This field contains any related styling information for each CQWP, including grouping, sorting and the display XSL (XML Style Sheet) associated. These styles will be replaced with the CSWP display templay functionality.
- **Fields to Display** – This field contains a list of each CQWP's displayed fields

Web Part Name	Query Parameters	Styling
<b>Announcements</b> <b>{Function Page}</b>	<b>List:</b> /sites/DEED/UI/Lists/UIContent <b>Content Type:</b> UI Intranet > Announcements <b>Filters:</b> Function contains any of Custom Value or Query: [PageFieldValue: Function] AND Publish Date is less than or equal to [Today] AND Expires is greater than or equal to [Today]	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Publish Date, DESC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> News
<b>Performance Measures</b> <b>{Function Page}</b>	<b>List:</b> /sites/DEED/UI/Lists/UIContent <b>Content Type:</b> UI Intranet > Performance Measures <b>Filters:</b> Function contains any of Custom Value or Query: [PageFieldValue: Function] AND Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant] OR Employer is equal to Custom Value or Query: [PageFieldValue: Employer]	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Created, DESC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ContinuousImprovement
<b>Related Training</b> <b>{Function Page}</b>	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC

	<b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Limit the number of items to display:</b>  <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> RelatedTraining
<b>Quick Facts</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/Content  <b>Content Type:</b> UI Intranet > Quick Facts  <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> QuickFacts
<b>Links</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/RelatedLinks  <b>Content Type:</b> UI Intranet > Related Links  <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> Relatedinformation
<b>Training</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Training/Pages  <b>Content Type:</b> UI Intranet > UI Page – Training Class	<b>Grouping / Sorting</b>  <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC

	<b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Limit the number of items to display:</b>  <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> RelatedTraining
<b>Rationales</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/UIContent  <b>Content Type:</b> UI Intranet > Rationales  <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None  <b>Sort items by:</b> Is Important, DESC  <b>Limit the number of items to display:</b>  <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> Rationales
<b>Rebuttals</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/UIContent  <b>Content Type:</b> UI Intranet > Rebuttals  <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None  <b>Sort items by:</b> Is Important, DESC  <b>Limit the number of items to display:</b>  <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> Rebuttals
<b>Business Processes</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/UIDocuments  <b>Content Type:</b> UI Intranet > Business Process	<b>Grouping / Sorting</b>  <b>Group items by:</b> None  <b>Sort items by:</b> Title, ASC

	<b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Limit the number of items to display:</b>   <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> RelatedBusinessProcesses
<b>Questionnaires</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/UIDocuments  <b>Content Type:</b> UI Intranet > Questionnaires   <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: Yes</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC  <b>Limit the number of items to display:</b>   <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> Questionnaires
<b>Letters</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/UIDocuments  <b>Content Type:</b> UI Intranet > Letters   <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>  AND  <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR  <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC  <b>Limit the number of items to display:</b>   <b>Display Styles</b>  <b>Group Style:</b> Default <b>Item Style:</b> Letters
<b>Written Decisions</b> {Sub-Function Page}	<b>List:</b> /sites/DEED/UI/Lists/UIDocuments  <b>Content Type:</b> UI Intranet > Written Decisions   <b>Filters:</b> <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i>	<b>Grouping / Sorting</b>  <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC  <b>Limit the number of items to display:</b>

	<p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> WrittenDecisions</p>
<p><b>Documents</b></p> <p><b>{Sub-Function Page}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIDocuments</p> <p><b>Content Type:</b> UI Intranet &gt; Documents</p> <p><b>Filters:</b></p> <p><i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Documents</p>
<p><b>Upcoming Learning</b></p> <p><b>{UI Training Home}</b></p>	<p><b>List:</b> /sites/DEED/UI/TrainingCalendar</p> <p><b>Content Type:</b> UI Intranet &gt; Upcoming Training</p> <p><b>Filters:</b></p> <p><i>Start Time is greater than or equal to [Today]</i></p> <p>AND</p> <p><i>End Time is less than or equal to Custom Value or Query: 90</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Start Time, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Upcoming Training</p>
<p><b>Quick Facts</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIContent</p> <p><b>Content Type:</b> UI Intranet &gt; Quick Facts</p> <p><b>Filters:</b></p> <p><i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> QuickFacts</p>

	<p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	
<p><b>Links</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/RelatedLinks</p> <p><b>Content Type:</b> UI Intranet &gt; Related Links</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Relatedinformation</p>
<p><b>Training</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Training/Pages</p> <p><b>Content Type:</b> UI Intranet &gt; UI Page – Training Class</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> RelatedTraining</p>
<p><b>Rebuttals</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIContent</p> <p><b>Content Type:</b> UI Intranet &gt; Rebuttals</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Is Important, DESC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Rebuttals</p>

	<p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	
<p><b>Questionnaires</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIDocuments</p> <p><b>Content Type:</b> UI Intranet &gt; Questionnaires</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function] Include terms under selection</i></p> <p>AND</p> <p><i>Applicant is equal to: Yes</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Questionnaires</p>
<p><b>Letters</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIDocuments</p> <p><b>Content Type:</b> UI Intranet &gt; Letters</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Modified, DESC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Letters</p>
<p><b>Written Decisions</b></p> <p><b>{Sub-Function Page with Rollup}</b></p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIDocuments</p> <p><b>Content Type:</b> UI Intranet &gt; Written Decisions</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> WrittenDecisions</p>

<b>Documents</b> <b>{Sub-Function Page with Rollup}</b>	<b>List:</b> /sites/DEED/UI/Lists/UIDocuments <b>Content Type:</b> UI Intranet > Documents  <b>Filters:</b> <i>Function contains any of Custom Value or Query:</i> <i>[PageFieldValue: Function] Include terms under selection</i>  AND <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Modified, DESC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> Documents
<b>Topic Info</b> <b>{Topic Page}</b>	<b>List:</b> /sites/DEED/UI/Lists/UIContent <b>Content Type:</b> UI Intranet > Quick Facts  <b>Filters:</b> <i>Function contains any of Custom Value or Query:</i> <i>[PageFieldValue: Function]</i>  AND <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> Letters
<b>Links</b> <b>{Topic Page}</b>	<b>List:</b> /sites/DEED/UI/Lists/RelatedLinks <b>Content Type:</b> UI Intranet > Related Links  <b>Filters:</b> <i>Function contains any of Custom Value or Query:</i> <i>[PageFieldValue: Function]</i>  AND <i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i>  OR <i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> Relatedinformation
<b>Documents</b> <b>{Topic Page}</b>	<b>List:</b> /sites/DEED/UI/Lists/UIDocuments <b>Content Type:</b> UI Intranet > Documents	<b>Grouping / Sorting</b> <b>Group items by:</b> None



	<p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Applicant is equal to Custom Value or Query: [PageFieldValue: Applicant]</i></p> <p>OR</p> <p><i>Employer is equal to Custom Value or Query: [PageFieldValue: Employer]</i></p>	<p><b>Sort items by:</b> Title, ASC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> Documents</p>
<p><b>News</b>  {UI Home Page}</p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIContent</p> <p><b>Content Type:</b> UI Intranet &gt; Announcements</p> <p><b>Filters:</b>  <i>Function contains any of Custom Value or Query: [PageFieldValue: Function]</i></p> <p>AND</p> <p><i>Publish Date is less than or equal to [Today]</i></p> <p>AND</p> <p><i>Expires is greater than or equal to [Today]</i></p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Publish Date, DESC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> News</p>
<p><b>Inside UI</b>  {UI Home Page}</p>	<p><b>List:</b> /sites/DEED/UI/Lists/UIContent</p> <p><b>Content Type:</b> UI Intranet &gt; Continuous Improvement</p> <p><b>Filters:</b>  None</p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Created, DESC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p> <p><b>Group Style:</b> Default</p> <p><b>Item Style:</b> ContinuousImprovement</p>
<p><b>Work Life</b>  {UI Home Page}</p>	<p><b>List:</b> /sites/DEED/UI/Lists/SocialContent</p> <p><b>Content Type:</b> UI Intranet &gt; Social Updates</p> <p><b>Filters:</b>  <i>Publish Date is less than or equal to [Today]</i></p> <p>AND</p>	<p><b>Grouping / Sorting</b></p> <p><b>Group items by:</b> None</p> <p><b>Sort items by:</b> Publish Date, DESC</p> <p><b>Limit the number of items to display:</b></p> <p><b>Display Styles</b></p>

<i>Expires is greater than or equal to [Today]</i>		<b>Group Style:</b> Default <b>Item Style:</b> News
<b>Adjudication Catalogue</b> {UI Training Class Catalogue}	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of Adjudication;</i>  <i>Include terms under selection</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Appeals Catalog</b> {UI Training Class Catalogue}	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of Appeals;</i>  <i>Include terms under selection</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Customer Service Center Catalog</b> {UI Training Class Catalogue}	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of Customer Service;</i>  <i>Include terms under selection</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Field Audit Catalog</b> {UI Training Class Catalogue}	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>

	<b>Filters:</b> <i>Function contains any of Field Audit;</i> <i>Include terms under selection</i>	<b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Program Performance Catalog</b> <b>{UI Training Class Catalogue}</b>	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of Program Performance;</i> <i>Include terms under selection</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Projects</b> <b>{UI Training Class Catalogue}</b>	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of Projects;</i> <i>Include terms under selection</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>REA Catalogue</b> <b>{UI Training Class Catalogue}</b>	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of REA/Profiling;</i> <i>Include terms under selection</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Special Accounts Catalog</b> <b>{UI Training Class Catalogue}</b>	<b>List:</b> /sites/DEED/UI/Training/Pages <b>Content Type:</b> UI Intranet > UI Page – Training Class	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC

	<b>Filters:</b> <i>Function contains any of Special Accounts;</i>  <i>Include terms under selection</i>	<b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue
<b>Supervisors</b> <b>{UI Training Class Catalogue}</b>	<b>List:</b> /sites/DEED/UI/Training/Pages  <b>Content Type:</b> UI Intranet > UI Page – Training Class  <b>Filters:</b> <i>Function contains any of Supervisor;</i>	<b>Grouping / Sorting</b> <b>Group items by:</b> None <b>Sort items by:</b> Title, ASC <b>Limit the number of items to display:</b>  <b>Display Styles</b> <b>Group Style:</b> Default <b>Item Style:</b> ClassCatalogue

## WORKFLOWS

Below is a list of all **unique** Workflows which exist in the Unemployment Insurance Intranet as of Sept 30, 2016. Each Workflow is broken down into the following fields:

- **Workflow Name** – This field contains the name of the workflow
- **Related Asset Locations** – This field contains the location and file names of related assets that must be migrated and re-attached to each workflow
- **Sites Used** – This field contains a list of all sites each workflow is utilized

Workflow Name	Related Asset Locations	Sites Used
Completed By	N/A	UI Intranet
In Person Audit	N/A	
Created Category	N/A	
Unassign	N/A	
CWC stamp	N/A	
First Returned by	N/A	
MWR Completer	N/A	
WF Spotlight Expiration	N/A	
WF CSC Business	N/A	
wfDeleteAnnouncements	N/A	
wfCSCNeedsReview	N/A	
WfReturn to Q List	N/A	
WfNewHire Issues	N/A	
wfDelete	N/A	
wfSendUE	N/A	
wfUEmail	N/A	
wfNotifications	N/A	Communication, Learning, and Outreach
wfSetProjectPF	N/A	Testing (Regression Testing)
Set Staff Name	N/A	Employee Folders
Set Supervisor Name	N/A	
WF 1 Month	N/A	
WF 1 Month PD	N/A	
WF 3 Month	N/A	

<b>WF Overdue</b>	N/A	
<b>WF Overdue PD</b>	N/A	
<b>Supervisor Settings</b>	N/A	Training
<b>WF Set Permanent</b>	N/A	
<b>WF Approve Apts</b>	N/A	Calendars
<b>WF Biweekly Recurrence</b>	N/A	
<b>WF Delete</b>	N/A	
<b>WF Monthly Recurrence</b>	N/A	
<b>WF Recur</b>	N/A	
<b>WF Weekly Recurrence</b>	N/A	
<b>wfUpdate</b>	N/A	
<b>wfUpdateLMS</b>	N/A	Capture
<b>Wflmsupdate</b>	N/A	
<b>wflmsupdate</b>	N/A	
<b>wdupatelms rea</b>	N/A	
<b>Wf update lms copy ff</b>	N/A	
<b>Wf lms update applicant</b>	N/A	
<b>Wf lms update appeals</b>	N/A	
<b>Wf lms update tax rates</b>	N/A	
<b>Wf lms update language line</b>	N/A	
<b>Wf lms update sept build</b>	N/A	
<b>Wf self service</b>	N/A	
<b>Wf monetary</b>	N/A	
<b>Wf dec build 2015</b>	N/A	
<b>Wf dec er build 2015</b>	N/A	
<b>Wf march build 2016 update</b>	N/A	
<b>Wf march build 2016 appeals</b>	N/A	
<b>Wf er basics</b>	N/A	
<b>Wf july build lms update</b>	N/A	
<b>Wf update lms law 2016</b>	N/A	

<b>Wf add to lms</b>	N/A	Check for Understanding
<b>Wf update lms</b>	N/A	
<b>Wf alert</b>	N/A	
<b>Wf alert verification</b>	N/A	
<b>Wf alert check understanding</b>	N/A	
<b>Wf alert correct information</b>	N/A	
<b>Wf email whats</b>	N/A	
<b>Wf close email</b>	N/A	
<b>Wf 1099</b>	N/A	
<b>Wf lms update</b>	N/A	
<b>Wf update lms</b>	N/A	
<b>Wf lms update employer</b>	N/A	
<b>Wf tax reduction</b>	N/A	
<b>WF Set Total to Total</b>	N/A	WorkLife

Provided below are some screen shots of the existing system.

BROWSE PAGE PUBLISH Sara Reller

UI Intranet Search this site

UI Intranet Function Resources Team Sites Workflow

Staff Login Quick Links My Favorites

## Unemployment Insurance Division

Welcome new hires!

Submit your ideas and suggestions to UI Leadership **UI Ideas**

### News

- Minnesota Court of Appeals Decisions Released Nov. 28, 2016
- Kudos to Darla McGinnis and the Employer Group
- Weekly Call Stats Nov 21-23, 2016
- Understanding Minnesota's Small Businesses
- Voluntary Overtime Nov 30 and Dec 1
- Kudos to Mary Regan
- Holiday Mailing

### Inside UI


- UI by the Numbers
- User Centered Design
- The Minnesota Unemployment Insurance Program 2014 Annual Report
- Plain Language

### Work Life

- Quote of the Week
- Picture of the Day - Wednesday
- This Week in History Nov 27-Dec 3
- Picture of the Day - Tuesday
- Staff Birthdays Nov. 27- Dec. 3
- Picture of the Day - Monday
- Work Life Team in St. Cloud
- WorkLife Team in St. Paul

## UI NEWS

Nov. 28- Dec 2, 2016



Lake Minnewanka, Rockies  
National Geo.

SLIDE 1 OF 25

Recommend content and report problems >

Minnesota Department of Employment and Economic Development

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Minnesota Unemployment Insurance



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UI Intranet

Search this site

UI Intranet
Function
Resources
Team Sites
Workflow

Adjudication > Issues by Type
Staff Login
Quick Links
My Favorites

Add To Favorites

Search Function
Search this function...
Search

Related Training
Adjudication 101
This class is an overview of adjudication terminology, processes, and relevant law. It is a prerequisite for adjudication training, providing the learner with the knowledge needed to communicate in compliance with UI and DOL standards.
Adjudication 102
Adjudication 102 is a prerequisite for any specific adjudication training. This training covers core knowledge common to all adjudication types.

### Issues by Type

	Educational	Monetary	Reporting Requirements
Ability	Eligibility	No Information From Applicant	Requalification
Ability, Available and Actively Seeking	Employer	Not Unemployed	Shared Work
Actively Seeking	Failure to Apply	Other	
Alien Authorizations	Federal Extension	Other Unemployment Benefits	Statutory
Availability - Actively Seeking	Field Audit	Overpayment	Strike Lockout
Coach or Pro Athlete	Fraud	Owner Officer	Suspended
Deductible Income	Hold	Owner- Spouse, Parent, Minor Child	Tax
Discharge	Identity Verification	Quit	TRA
DUA	Leave of Absence	Reemployment Assistance Training	Withdraw Account Request
Earnings		Refusal Avoidance	

Adjudication

Basics

Fact Finding

Issues by Type

Ability

Ability, Available, and Actively Seeking

Actively Seeking

Alien Authorizations

Availability- Actively Seeking

Coach or ProAthlete

Deceased

Deductible Income

Discharge

DUA

Earnings

Educational

Eligibility

Employer

Failure to Apply

Federal Extension

Field Audit - Adjudication

Fraud

Hold

Identity Verification

Leave of Absence

Monetary

No Info From Applicant

Not Unemployed

Other

Other Unemployment Benefits

Overpayment

Owner - Spouse, Parent, Minor Child

Owner Officer

Quit

Reemployment Assistance Training

Refusal Avoidance

Reporting Requirements

Requalification

Shared Work

Statutory

Strike Lockout

Suspended

Tax

TRA

Withdraw Acct Request

Law Updates

Library for Adjudication

Mass Layoff

Quality

Schools

Minnesota
Department of Employment and Economic Development

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Unemployment Insurance Minnesota

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UI Intranet

Search this site

UI IntranetFunctionResourcesTeam SitesWorkflow

Adjudication > Issues by Type > Quit

Staff LoginQuick LinksMy Favorites

Issues by Type

Ability  
Ability, Available, and Actively Seeking  
Actively Seeking  
Alien Authorizations  
Availability- Actively Seeking  
Coach or ProAthlete  
Deceased  
Deductible Income  
Discharge  
DUA  
Earnings  
Educational  
Eligibility  
Employer  
Failure to Apply  
Federal Extension  
Field Audit - Adjudication  
Fraud  
Hold  
Identity Verification  
Leave of Absence  
Monetary  
No Info From Applicant  
Not Unemployed  
Other  
Other Unemployment Benefits  
Overpayment  
Owner - Spouse, Parent, Minor Child  
Owner Officer  
Quit  
Business Sold or Closed  
Chemical Dependency  
Child Care Problems  
Disagreement Over the Work  
Disaster  
Discharged for Giving Quit Notice  
Domestic Abuse  
Employer Misrepresented Job  
Employment Changed  
Entering or Returning to School or Training  
Family, Marriage, Or Domestic Responsibilities  
Found Another Job  
Harassment or Abusive Behavior  
Illegal or Unethical  
In Anticipation of Discharge  
Job Trial  
Job Was Too Hard  
Medical  
Military Service  
Moved  
No Advancement Opportunity  
No Raise  
NonKey Quit Cleared  
Notified of Pending Discharge  
Notified of Pending Layoff  
Other -Quit  
Part Time Acct Based on Full Time  
Pay Was Too Low  
Personal Matters  
Personality Conflict  
Religious Beliefs  
Retired  
Safety  
Serious Illness of a Family Member  
Staffing Did Not Request  
Staffing Refused Additional Assignment  
Transportation  
Want to be Self Employed  
Work Authorization Expired  
Work Environment  
Reemployment Assistance Training  
Refusal Avoidance  
Reporting Requirements  
Requalification  
Shared Work  
Statutory  
Strike Lockout  
Suspended  
Tax  
TRA  
Withdraw Acct Request

Quit

Add To Favorites

Search Function

Search this function...

Search

Related Training

Quits

This class prepares the learner to adjudicate applicant quit issues in accordance with UI law.

Business Sold or Closed	Family, Marriage, Domestic Responsibility	No Advancement Opportunity	Religious Beliefs
Chemical Dependency	Found Another Job	No Raise	Retired
Child Care Problems	Harassment or Abuse	NonKey Quit Cleared	Safety
Disagreement Over the Work	Illegal or Unethical Actions	Notified of Pending Discharge	Serious Illness of a Family Member
Disaster	In Anticipation of being discharged	Notified of Pending Layoff	Staffing- Did Not Request
Discharged for Giving Quit Notice	Job Trial	Other	Staffing- Refused Additional
Domestic Abuse	Job Was Too Hard	Part Time, Acct Based on Full Time	Transportation Problems
Employer Misrepresented Job	Medical	Pay Was Too Low	Want to be Self Employed
Employment Changed	Military Service	Personal Matters	Work Authorization Expired
Entering or Returning to School	Moved	Personality Conflict	Work Environment

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BROWSEPAGEPUBLISH

Sara Reller

UI Intranet

Search this site

UI IntranetFunctionResourceTeam SitesWorkflow

Staff LoginQuick LinksMy Favorites

Reemployment Assistance

Applicant Resources

Attendance Tracking and Reporting

Conducting Sessions

Office Procedures

Printed Materials

Referrals

Scheduling

Reemployment Assistance

Mission Statement

To identify applicants who are eligible for unemployment benefits, refer them to reemployment assistance resources, and monitor work search activities to facilitate a rapid return to work.

Vision Statement

The Reemployment Assistance Program promotes the stability of the UI Trust Fund by encouraging reemployment and reducing the unemployment insurance cost to employers.

Send a Referral

Contact List

Announcements

Resource Laptops

Holiday Mailing

Training

Staff Resources

Division Offices

Policies

DEED Internal Web

Training Room Calendar

Technical Concerns

Search Function

Search this function...

Search

Strategic Plan

2016 Strategic Plan

Related Training

Basic Presentation Structure

This course is designed to help ensure that you're ready to meet the challenge of creating effective presentations.

UI Basics for REA

This class provides REA new hires with foundational knowledge of the UI program and CSC operations.

Minnesota

Department of Employment and Economic Development

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Minnesota Unemployment Insurance



## Checkout

Submitted:

11/30/2016 2:12:55 PM

Checkout

Category:

TRA

Issue Type and Subtype:

Issue Subtype:

Description:

DO NOT CHECK OUT!

### Questions? Suggestions?

Email [Sara](#) or [Carrie](#).

## In Queue

Select	Category	Created
<input type="checkbox"/>	TRA	11/30/2016 2:12 PM

## My Queue

Select	Category	Created	ID
<input type="checkbox"/>	Unexpected Error	8/29/2016 9:23 AM	90808
<input type="checkbox"/>	Unexpected Error	8/29/2016 10:07 AM	90823
<input type="checkbox"/>	Unexpected Error	8/29/2016 10:23 AM	90829
<input type="checkbox"/>	Unexpected Error	8/30/2016 9:17 AM	90951
<input type="checkbox"/>	Unexpected Error	9/26/2016 8:45 AM	93148
<input type="checkbox"/>	Employer Debt Cancellation	10/4/2016 5:08 PM	93942
<input type="checkbox"/>	Duplicate Issues	11/14/2016 2:03 PM	97856
<input type="checkbox"/>	End Ineligible Issues	11/14/2016 3:16 PM	97879
<input type="checkbox"/>	Information Now Provided	11/14/2016 3:27 PM	97882
<input checked="" type="checkbox"/>	TRA	11/30/2016 2:12 PM	99737

99737

## My Open Ticket



Submitted:

11/30/2016 2:12:26 PM

### Category

TRA

### Applicant Information

First Name

JOE

Last Name

APPLICANT

Applicant ID

1234567

Account ID

213213

Call Back Number

(213) 213-2132

### Employer Information

Name

Account Number

### Employer Contact:

Name

Title

Call Back Number:

### Issue Information

Issue ID

Issue Type

Issue Subtype

### Description

TEST ONLY DO NOT CHECK OUT!

Click attachment title to open:

Click here to attach a file

### Action:

Update

☐ Completed

Return to Queue